

## Instructions for Accessing the FDW

A version of this report, the "Agency Personal Services Report (EXPPAQ)" is now available through the State of Colorado Financial Data Warehouse (FDW). It shows summary amounts for personal services and also provides links for you to view all the supporting transactions.

To gain access to FDW, you will need to fill out the security form, and have it signed by your Department Security Administrator (Department Controller). You can request either Department or Agency access, depending on whether you are preparing this report at the Department or Agency level. To expedite your access, please fax your request form to (303) 866-6313 Attn: Ruth Crawford, or mail it to DPA/TMU, 1525 Sherman Room 150, Denver CO 80203, Attn: Ruth Crawford. An e-mail confirmation notice will be sent after your security access is established.

Please save the following special instructions to use after you receive security access:

- Login. The FDW web site is <http://fdw.state.co.us/default.asp>.
- After you log in, you will be asked to change your password to a new permanent password.
- Next, the main screen will be displayed. Click on the YTD/Period End link under Agency Reports.
- Choose the "Personal Services by Contract Type (EXPPAQ)" report in the "Report" selection box.
- Select an Agency, Fiscal Year, Accounting Period, Report Format and any of the 5 radio buttons.
- Click the "Submit" button to view the report.
- After the report is displayed, click on any Amount field (underlined blue) to see the expenditures that make up that amount.
- The "Excel 2000" report format will provide you with a spreadsheet, but you must have Office 2000 installed on your computer. You can save or print the report exactly as you would for any web page (File...Save As or File...Print).